

Draft
NCLM League Planning Committee Meeting

City Hall, Room 337
October 1, 2009
2:30 pm

Thom welcomed group. In attendance Thom Moton, Wayne Bowers, Thom Moton, Debbie Vargas, Donna Raynor, Beverly Garrett, Steve Hawley, Wanda Elks, Nancy Brown, Gerry Case, Ann Tess, Rhesa Tucker, Lisa Barber, , Lt. Earl Phipps, Sgt. Robert Brewington, Wes Anderson, Nancy Harrington, Bernita Demery, Mayor Pro-tem Mildred Council, and John Van Coutren.

Debbie welcomed group – 22 days to go

Communication - Ann stated that Rex had said he was working with Motorola and others and would have an update on the communication soon

Taste of Greenville – John noted that 9 restaurants were secured and displayed a configuration of the layout. Beginning setup on Saturday at 7 pm and return on Sunday at 2 pm to complete at Minges and Murphy Center; Christines catering reception; Scott Mueller, acoustic guitar, for reception; Dessert samples to be placed on tables to save time; Restaurants will be split at Gate 2 and 3; Steve displayed signs that show the food types at each gate; Parkers doubling food amount free of charge; Gate 2: bbq, southern sides, beef & salad, and pasta; Gate 3: bbq, southern sides, Mexican, seafood; Steve displayed a design layout for banners for the hallway to distinguish food areas; 2 wines, red and chardonnay, beer from R.A. Jeffreys; 40 extra bottles of wine that can be used the following evening if left over; Mr. Bowers asked about a bar on the Privateer Deck and John said it would be there pending weather;

Volunteers – Donna stated: 144 true volunteers, 78 city employees and 66 other; Saturday needed 127 volunteers: Sunday 147 volunteers; Monday 189 volunteers; and Tuesday 70 volunteers; Final assignments are being made and volunteers will be contacted soon; No applications from GUC, Farmville, or Hospitality Management at ECU; Sunday and Monday most challenging and need more volunteers; Mr. Bowers stated if necessary city workers could be pulled on Monday and Tuesday to assist; Ann stated that Hospitality sees the need for at least 42 at the Host City Event

Marketing – Steve submitted files for banners to be made; Will be working on banner for Minges for restaurants; plaque ordered; making final ceremony arrangements; From restaurants he needs official name to display as well as a tag line; John will work on getting this for him;

Housing/Lodging – Rhesa noted that 861 total registered guests; 478 municipal officials; 74 guests and 456 host city event tickets sold; Mayor Pro-tem Council noted that the

State Baptist Convention would be in town the same weekend; Next hotel to be added unknown; Present hotels all at capacity with Wingate having a few rooms left

Budget – Wanda - \$113,000 donations; \$22,669 expenses; please submit bills no later than noon the day of the meetings in the future to give time to prepare check vouchers; October 15 deadline for requests for Host City Event evening checks; Save all receipts;

Entertainment – Lisa – Selected Guitars, Etc. for backline; Carroll Dashiell arrangements finalized; Meals will be provided through Hospitality and Lisa to get a number of musicians to feed for Ann; LA Lounge contract secured; LA Lounge providing greeters in tuxedos at drop-off and elevator; Lisa asked about paying Pitt County Schools and Thom instructed her to get the fees that were going to be charged and turn in requests; John noted that because of licensing the beer and wine bill would be sent after the event; Beverly asked about the restaurants and John wants them paid the night of the event so he will submit bills with name, address, and tax id numbers by October 15. Nancy Harrington to make sure bus drivers know to drop off at LA Lounge on the 4th Street entrance side

NCBEMO – Mayor Pro-tem Council noted that many were coming in early and attending a workshop from 3-6 at City Hall on October 24 regarding “How to access money for your town”; Sunday will be spiritual day with Phillipi sending bus to Convention Center for pickup for 8 am service and Cornerstone also providing an 8 am service; Next is a virtual tour of Greenville and then to Taff’s for refreshments then back to the Hilton for a 1 pm business meeting; 11 youth attending summit;

Transportation – Nancy Harrington said schedule set but maintaining flexibility for needed changes; Is there a minimum for programs? Nancy needs number for NCBEMO and for Spouses Tours to see if 2 buses are needed; 2 buses set aside for Washington and Farmville; Debbie will contact Lynn in Washington to see who will ride the second bus if it is needed; Donna needs this contact information;

Mayor Pro-tem Council noted the need for sprucing up the town before company comes in. Wes stated that his crew was instructed to work on it and Adopt a Street groups had been contacted. Thom asked Lt. Phipps to make Code Enforcement aware and on top of it also

Mr. Bowers stated that Washington was requesting trash recycling and Wes stated that he had ordered 2 for them and they were waiting for a contact of who would pick up;

Hospitality – Ann said that all assignments had been made; Hospitality will be in place by 6 pm; Ann asked about the Hospitality Room at the Hampton and the entrance; John will make sure the back door is open for volunteers to enter in during the conference

VIP – Possibility of one VIP coming in and waiting for update on that; VIP will transport 2 staff members from the League to Minges prior to Host City Event for registration setup; Jennifer Haskell is her contact at the Hampton

Host City Event – Wayne Bowers noted that it was coming together; video underway; Gary Fenton lined up for introduction of BMX; Thom noted that he met with Phillip and he was confirming the invitations to dinner with Coach Holtz and McCarthy; Mr. Bowers noted the solid gold dancers were confirmed and still waiting confirmation of the band, Pee Dee and the cheerleaders;

Ann asked about a map of the Murphy Center and Beverly showed her the example that is available on Sharenet; Contact will be made to Jimmy for the fire evacuation plan that may have more details of the interior (Beverly sent an email request 10/2/09)

Next meeting with League Staff – Thursday, October 8 at 2:30 pm in Room 337 of City Hall.

Beverly Garrett
Recorder